Office Administrator

Name: TBD
Career Level: GS(030)-5/7

Role and Responsibilities:

The Office Administrator's general responsibility is to provide administrative support to the Administrative Services Director and her staff.

- Upholding a clean and safe office environment
- Daily management of vendors: architect, contractor, furniture, plants, vending, etc.
- Serves as backup for front desk receptionist and executive assistant as needed
- Maintaining office equipment and inventory
- Floor plan layout to include phone list
- Acting as a liaison to the Technology department
- Office security to include key distribution and documentation
- Building management related issues liaison
- Coordinating with HR Lead in new hire/exit process completion
- Work with HR lead on personnel data input
- Coordinator of time and attendance for Front Office team
- Miscellaneous projects as required from upper management
- Miscellaneous employee requirements as requested
- Maintain PD/KSA library
- Archiving records
- Back-up Travel Coordinator

Skills:

The Office Administrator is responsible for office management, facilities, and administrative tasks and to create an environment that is conducive to productivity including:

- Organizational skills and attention to detail
- Ability to prioritize assignments based on importance, workload and timeline
- Demonstrates quality in work details by following up with customers and staff
- Shows initiative to take on new projects as assigned, while demonstrating a positive attitude
- Understand office process and take initiative to improve processes as necessary to work smarter
- Requires basic computer skills, i.e. powerpoint, word, excel, etc.

Interfaces:

INTERNAL (to Students Channel):

- Director of Administrative Services and Immediate staff
- Back-up to Front Office Staff

EXTERNAL (outside of Students Channel and SFA)

- Security
- Program area support staff, responsibile for T&A, budget, travel, and related functions
- Vendors
- HR
- CIO
- Facilities
- Building Management

Goals/Expectations:

1. Create office administrative proceedures and standards
2. Establish Students Channel library of resources
3. Point of contact for all office facilities complaints
4. Develop an orientation program for all new and existing employees